



CREATING AN ENVIRONMENT FOR INSPIRING HUMAN POTENTIAL



## POSITION | Events & Rentals Set-Up Coordinator

### POSITION DESCRIPTION

The Events & Rentals Set-Up Coordinator plays a crucial role coordinating the set-up and break-down of all JUMP spaces in preparation for events. They serve as a conduit between the Rentals & Events Team, Facilities Team, and Catering Departments to ensure proper and timely set-up/tear-down as necessary. By coordinating the set-up/tear-down, the Events & Rentals Set-Up Coordinator helps ensure that events happen on schedule and JUMP will meet the community needs that support the JUMP mission and values.

### DUTIES AND RESPONSIBILITIES

- Collaborate with the Events Team and other JUMP event leads to establish the proper layout for an event and provide quality and timely set-up and teardown support for events.
- Coordinating with various JUMP departments and contractors such as TCM and AMS Janitorial to provide a quality, professional event space.
- Provide logistical support for events, which may require real-time assistance with set-up and/or operations of the event and/or helping with decorations and other event needs.
- Manage inventory of equipment and linens for proper stock levels to support the successful execution of events.
- Conduct weekly building sweeps to ensure the facility remains professional for potential clients.
- Assist with the proper storage of event supplies/equipment and storage space organization to ensure event and storage spaces are maintained.
- Comply with all JUMP policies and Occupational Safety and Health Administration rules (OSHA).

### REQUIRED QUALIFICATIONS

- Effective communication skills
- Exceptional organization skills
- Able to work independently
- Effectively multitask
- Able to move and lift 40 lbs
- Proficient in event management software and tools
- Knowledge of OSHA
- Willing to work nights and weekends

## PREFERRED QUALIFICATIONS

- Scissor-lift certified.
- Understanding of Emergency Procedures in all layouts and situations.
- Willing to become an expert on OSHA requirements for event spaces.
- CPR/First Aid Certified.

**DISCLAIMER** | Jack's Urban Meeting Place (JUMP) is a nonprofit interactive creative center dedicated to inspiring human potential through creativity, education, and community building. Located in downtown Boise, JUMP serves as a vibrant hub for collaboration, offering workshops, performances, and exhibitions that celebrate the human spirit. With a focus on respect, engagement, courage, and connection, our 3-acre park and diverse studios provide unique spaces for exploration and innovation, inviting everyone to discover new possibilities. Inspired by the legacy of J.R. Simplot, JUMP showcases vintage tractors as symbols of ingenuity, fostering a dynamic ecosystem where individuals and organizations can unlock their potential and enrich our community.

JUMP LLC is owned and funded 100% by the J R Simplot Foundation, which is a 501(c) (3) exempt private foundation. The job description listed above has been written to indicate the overall nature, essential duties, and responsibilities of the work to be performed. It may not contain a comprehensive record of all duties, responsibilities, and qualifications required as it is highly likely the job structure will evolve.

**TO APPLY** | Please submit a current resume and cover letter along with a completed JUMP application (located on our website at [JUMPBoise.org](http://JUMPBoise.org) <http://jumpboise.org/careers>) to [careers@jumpboise.org](mailto:careers@jumpboise.org) with the position title in the subject line or by mail to 1000 West Myrtle Street, Boise, Idaho 83702. Resumes without a completed application may not be reviewed for employment. If you have any questions, please e-mail us at [careers@jumpboise.org](mailto:careers@jumpboise.org).